

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION
SUPERIOR COURT**

CLASS TITLE:	DRUG COURT CASE MANAGER
DEPARTMENT:	SUPERIOR COURT
REPORTS TO:	DRUG COURT COORDINATOR

CLASS CODE: 879266
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is to coordinate and make referrals to ancillary services for and monitor compliance of drug offenders participating in the Mendocino County Adult and Juvenile Drug Courts; work consists of professional and administrative duties.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Conducts intakes on Drug Court participants supervised in the community; identifies obstacles for success; discusses methods to overcome obstacles.

Meets with participants and their families to assess and assist with problems and needs.

Refers participants to employment, education, shelter, food, health care, treatment, community service agencies and/or other resources in the community.

Attends weekly treatment planning with primary treatment providers to identify obstacles to success for participants; coordinates treatment plan services with agencies other than primary treatment provider as needed.

Conducts case management meetings with service providers on behalf of participants.

Monitors compliance of Drug Court participants with the conditions of the participant agreement and related financial requirements.

Acts as liaison for participants and their families with the Drug Court.

Attends Drug Court proceedings and various meetings.

Confers with and/or reports to Drug Court judges on pertinent participant performance levels.

Maintains data base, participant progress notes, client files and/or other documentation.

Prepares activity and/or other reports or updates as needed.

Monitors drug screens, levels of participation, attendance, sanctions, incentives, needs for vouchers and/or other issues related to participants.

Collects information from service providers related to participants for monitoring, evaluation and budget preparation.

Attends and participates in juvenile and adult management and operations team meetings.

May supervise case work staff.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer Calculator

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from a two-year college in social sciences, criminal justice, psychology or a related field; and,

Three to four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Criminal justice system, including Drug Court operations, policies and procedures.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Recordkeeping, report preparation, filing methods and records management techniques.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to write reports and correspondence.

Ability to understand and follow oral and written instructions.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to stand, walk and lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.